



EAH HOUSING

Pimentel Place

22648 Second Street, Hayward, CA 94541

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OVERVIEW

Pimentel Place is a 57-unit affordable housing community in Hayward, CA that provides housing for extremely-low, very-low and low-income individuals and families, without regard to race, color, religion, sex, gender, gender identity and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law.

Pimentel Place is an Equal Opportunity Housing Facility, admitting people by local, state, and federal Fair Housing laws, and by the California Department of Housing and Community Development (HCD), the City of Hayward, and the County of Alameda.

The project consists of 11 one-bedroom, 27 two-bedroom, and 18 three-bedroom units serving households with incomes ranging from 20 to 80 percent of Area Median Income (AMI) and one two-bedroom Manager's unit. Funding sources include the County of Alameda A1 Affordable Housing Bond program, County of Alameda HOME Investment Partnership Funds, the City of Hayward's programs (Affordable Housing Trust Fund, Community Development Block Grant Funds), the California Department of Housing and Community Development's

(HCD) Multifamily Housing Program (MHP), the HCD Housing for a Healthy California Program (HHC), the HCD Infill Infrastructure Grant Program (IIG), and the HCD California Housing Accelerator Program.

Of the total residential units, fifteen units will be reserved for the HCD HHC program-qualified households with incomes at or below 20 percent AMI. Fifteen of the fifty-seven units are for persons who are experiencing Chronic Homelessness, who are:

1. A high-cost health user upon initial eligibility.
2. A Medi-Cal beneficiary, or eligible for Medi-Cal.
3. Eligible to receive services under a program providing services promoting housing stability.
4. Likely to improve their health conditions with Supportive Housing.

Twelve (12) units will be reserved for HCD MHP-qualified households with incomes at or below 30% of the area median income (AMI).

Summary of Unit Designations

Thirty-nine (39) units are considered general affordable units, where applicants are selected by lottery.

Fifteen (15) units are designated as PSH units, where HCSA refers applicants.

Two units will receive referrals and services from East Bay Innovations (EBI).

One unit is designated for the Resident Manager.

The application process varies depending on the three categories:

General Affordable Units: Potential applicants are encouraged to submit an online application through the Alameda County Housing Portal at <https://housing.acgov.org> during the application acceptance period between 9 a.m. on June 26, 2024, 5 p.m. on July 10, 2024, at 5:00 p.m. Only one pre-application will be accepted per household. Duplicate applications will be denied.

- Submitted applications are entered into a lottery for currently vacant apartments. Local preferences apply (see City of Hayward and County of Alameda local preferences sections of this RSP for details). Lottery July 17, 2024.
- Once the application period closes, eligible applicants will be placed in order based on lottery rank. Housing preferences will affect lottery rank order. Preference holders will be given the highest ranking. After all preference holders have been considered, any remaining units will be available to other qualified applicants.
- Move-in special: Six weeks of free rent will be provided to applicants who are determined eligible and offered an 80% AMI-designated unit if leased by October 31, 2024.

Supportive Housing Units: Fifteen (15) of the fifty-seven (57) units are set aside for chronically homeless individuals and families. The Target Population must be persons who are experiencing chronic homelessness who are:

1. A high-cost health user upon initial eligibility.
2. A Medi-Cal beneficiary or eligible for Medi-Cal.
3. Eligible to receive services under a program providing services promoting housing stability.
4. Likely to improve their health conditions with Supportive Housing. HCD allocated capitalized operating subsidy reserves (COSR) to assist the HHC program's target population.

Homeless individuals and families are prioritized based on the highest need criterion instead of a "first-come, first-served" basis. The Pimentel Place service coordinator will coordinate with the Alameda County Coordinated Entry System (CES) to determine eligibility of referred applicants.

Eligible residents must be chronically homeless as defined by Part 91.5 and 578.3 of Title 24 of the Code of Federal Regulations, except that people who were chronically homeless before entering an institution would continue to be defined as chronically homeless before discharge, regardless of length of stay, as those parts read on January 1, 2018.

"Experiencing chronic homelessness" means a person who is chronically homeless, as defined in 578.3 of Title 24 of

the Code of Federal Regulations, as that section read on January 1, 2018, except that a person who was Experiencing chronic homelessness before entering an institution would continue to be defined as Experiencing chronic homelessness upon discharge, regardless of length of stay.

REASONABLE ACCOMMODATION

Individuals with a disability have the right to ask for and receive reasonable accommodations and to request auxiliary aids. Management staff operates and administers the property to enable persons with disabilities (physical and/or mental) to have equal access to participate in the program. Pimentel Place will ensure effective communications with applicants, residents, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, residents, and the public.

In determining whether to deny admission because of action or failure to act by members of the family, management will consider mitigating circumstances relating to the disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act. If the family includes a person with a disability, management's decision concerning termination or denial is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

When a family member requires an accessible feature(s), policy modification,

or other reasonable accommodation to accommodate a disability, Pimentel Place will provide and pay for the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building or dwelling unit that will allow a qualified person with a disability to:

1. Participate fully in a program.
2. Take advantage of a service.
3. Live in a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The requirement to provide a reasonable accommodation is present at all times throughout the tenancy of a person with disabilities, including during lease enforcement. Reasonable Accommodation Request forms are available upon request from management but are not required in order to make a reasonable accommodation request.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

**18801 VENTURA BLVD., STE 300
TARZANA, CALIFORNIA 91446 RICHARD.
KENNEMER@EAHHOUSING.ORG
(213) 468-8261**

You may contact the TTY line for those with a hearing impairment by calling the California Relay Service at 711.

In addition, you may request assistance with:

- Explaining and filling out the application form.
- Obtaining supportive documents needed to complete your application.
- Help with the appeal process.
- Help with a reasonable accommodation.

Pimentel Place will conduct targeted marketing to Permanent Supportive Housing (PSH) populations, as described above. In conducting targeted marketing, Pimentel Place will follow all applicable fair housing and non-discrimination legislation and regulations.

NON-SMOKING POLICY

Pimentel Place is designated as a Non-Smoking property. Smoking is prohibited in all areas of the property including the interior of apartments, all indoor and outdoor common areas on the property.

It is the residents' responsibility to inform their guests of the Non-Smoking Policy. Any violation of the Non-Smoking Policy will be deemed a material breach of the Rental Agreement and grounds for

immediate termination of the Lease/Rental Agreement.

Pimentel Place's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the resident's health or that the property will be free of smoke, but management shall take reasonable steps to enforce this policy.

PRIVACY POLICY

It is the policy of Pimentel Place to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and ensure the protection of such individuals' records maintained by management.

Therefore, neither Pimentel Place nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

This privacy policy in no way limits management's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability of tenancy. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disability will be treated in a confidential manner.

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size. To meet

program requirements, persons cannot pay more than the rent limits less utility allowance established for the project. Income minimums are not applicable to applicants with tenant-based vouchers.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property.

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding sources. The attached information reflects these requirements to the best of management's knowledge at this time but is subject to change if required for compliance with law, regulations, or policy changes.

The income maximums are attached and will be posted in Pimentel Place Office.

WAITLIST OPENING NOTICE

Pimentel Place property management staff will proactively inform prospective applicants of the waitlist opening. Marketing material will be available in English, Spanish, Chinese, Vietnamese, Mandarin, and Tagalog. Marketing materials will also include the language that applicants will be selected in lottery order (through an Excel randomizer function), preference order for accessible units, and local preference order as detailed below in the "Preference" section of this plan.

Prospective tenants may call the

management office at (510) 954-6006 to inquire about the application process for housing at Pimentel Place. The outgoing message will be available in English, Spanish, Chinese, Vietnamese, Mandarin, and Tagalog. Language Line Solutions services are available at Pimentel Place to assist with interpretation for speakers with limited English proficiency.

Management staff will return all inquiries and inform prospective tenants that thirty-nine (39) of the fifty-seven (57) units are designated as general affordable units that will be leased in lottery order to applicants who apply and meet the eligibility requirements. Alameda County Health Care Services Agency (HCSA), a county department and support services funding agency, will refer households to the Supportive Housing Units. Two (2) units will be set aside for eligible households referred by EBI. Prospective tenants will also be informed of the application acceptance period and the process to apply for housing at Pimentel Place.

Pimentel Place will announce the initial opening of the waitlist on the Alameda County Housing portal's website, <https://housing.acgov.org>, the City of Hayward's website, and the Pimentel Place webpage, EAHHousing.org/Pimentel-Place.

Note: Please do not contact the City of Hayward or Alameda County Housing for assistance. If you require assistance obtaining and applying or clarification regarding the application process, please call (510) 954-6006.

The announcement flyer will include the application acceptance period, lottery, and anticipated occupancy date, information regarding all accessible services, activities, and facilities offered on-site, methods for obtaining and accepting applications, income/rent/occupancy limits, as well as the following statements:

"This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law."

"Individuals with a disability have the right to ask for and receive reasonable accommodations and to request auxiliary aids."

Flyers will be distributed electronically to local community organizations listed in the marketing plan.

LOTTERY

Obtaining & Submitting Pre-Applications for General Affordable Units

Pre-applications for participation in the lottery for the 39 general affordable units will be available for applicants to complete online via the Alameda County Housing

portal at <https://housing.acgov.org>. Online applications are strongly encouraged.

Prospective applicants may download a copy of the pre-application, complete it, and return to Pimentel Place, 638 21st Street, Oakland, CA 94612, or call (510) 954-6006 and request a copy be mailed to them.

Submissions of applications for participation in the lottery for the thirty-nine (39) general affordable units will be accepted online via the Alameda County Housing portal at <https://housing.acgov.org>.

You can also return a completed, signed copy to Pimentel Place (temporary office), 638 21st Street, Oakland, CA 94612.

Reasonable accommodation will be made for individuals with disabilities throughout this process, including for methods stated for obtaining and submitting applications.

PREFERENCES

Pimentel Place has several preferences, as required by financing sources. These preferences will only determine the order in which applicants are processed. Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

Prospective applicants may claim all preferences that apply on the pre-application. Proof of preference is not required when submitted during the initial application period.

If a preference is claimed and you are contacted to continue processing your application, you must submit proof of preference when we contact you for an interview. If you cannot provide the necessary preference documentation, your application will be determined as non-preference.

For units designed as accessible for persons with mobility, visual, or hearing impairments, households containing at least one person with such impairment will have priority.

City of Hayward's Preference County Preference Requirements

As per the City of Hayward's 238 settlement agreement, displaced preferences apply as state law requires. The preferences are not subregional but are specific to individuals who have been displaced. The City of Hayward has a list of displaced individuals and will confirm eligibility if anyone claims one of the following preferences on the rental application:

- Eligible SR 238 Program Participant: Caltrans properties along the SR 238 Mission Blvd corridor are given preference when new below-market-rate housing is constructed in the corridor.
- Eligible Displaced Household: A Household displaced from a residential property due to the redevelopment activity by the Hayward Housing Authority, the Redevelopment Agency, or the City of Hayward is given occupancy

preference when new below-market-rate housing is available.

- Pimentel Place will send the City a list of applicants who indicated they are eligible for its local preferences, 238, and are displaced by City activity. The City will verify eligibility using its database and confirm eligibility to Pimentel Place. If the City of Hayward cannot verify a housing preference that an applicant claimed on the pre-application, the applicant will not receive the preference, but will not be penalized otherwise.

To the extent permitted by law, and consistent with the Implementation Policies, Pimentel Place will prioritize the rental of the County-Assisted Units to eligible households in which at least one member lives or works in the County. This local preference applies to the rentals of the County-Assisted Units at initial lease-up and throughout the County's Regulatory Agreement term.

If at least one member of your household currently lives in the County of Alameda, you must provide one of the following items showing an address located in the County of Alameda:

1. Driver's license.
2. Utility bill in the applicant's name
3. Social Security payment or current printout of benefits in the applicant's name.
4. Current lease agreement in the applicant's name.
5. Property tax bill in the applicant's name.
6. Voter registration card.

If at least one member of your household works in the County of Alameda, you must provide one item from group A and one item from group B:

Group A (Employment Verification)

1. Pay Stub indicating the applicant's name.
2. W-2 or Tax Return with employment information, indicating the applicant's name.
3. A payroll record from the employer, indicating the applicant's name.

Group B (County of Alameda Employment Verification)

1. A business license was filed with the County of Alameda.
2. Letter from employer on employer's letterhead.
3. Website or phone book listing, with the business's address.

Without the County's written consent, Pimentel Place will not give any other preference to any particular class or group of persons renting the County-Assisted Units.

APPLICATION PROCEDURES

General Affordable Units

Applicants at the top of the lottery-ranked waitlist will receive a letter with instructions to complete the online move-in application. Management staff are available to assist with completing hardcopy and online applications.

Online applications are strongly encouraged. If you choose to complete a hardcopy move-in application, entries are to be made in ink or typed. Corrections or changes must be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

The application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waitlist. If an application is not entirely answered, the date it is fully completed will be the date it is accepted for rental purposes. Applicants with a pending application will be encouraged to complete the application within 3 days. Management will assist with the application process. Apartments are offered on a first-qualified, first-offered basis. If the application remains incomplete after the 3 days of receiving a reminder notification, the move-in application will be closed. The applicant will return to the wait list or be removed if offered a second opportunity for housing.

Application Processing Steps

Applicant households at the top of the waitlist for each designated unit type will:

1. Either complete a full application online or attend an in-person interview with a management staff member and complete a hard copy of the full application. Online certifications are strongly recommended.
2. Submit proof of preference from one

- of the listed sections above if you claimed a preference on the application.
3. Submit a non-refundable application fee for each adult applicant 18 and older, payable to Pimentel Place.
 4. Application fees for the general affordable units are \$46.00 per household member 18 years of age and older. The maximum charge per household is \$138.00. Application fees are waived for the PSH and the project-based Section 8 units.
 5. An application fee(s) (per adult to occupy the apartment) is required to determine eligibility when an application is processed. An application fee is only required for applicants for the thirty-nine (39) general affordable units. A holding deposit of \$200 will be collected once a unit is offered. These funds must be in the form of a cashier's check or money order. The holding deposit will be applied to your Security Deposit and or first month's rent if your application is approved and you move in on your scheduled move-in day. Prospective applicants offered a unit have three (3) days to accept the move-in offer. If you rescind your application within three (3) days of the holding deposit being paid, your holding deposit will be reimbursed within 21 business days. If you cancel after the initial 3 days for any reason, your holding deposit will be forfeited. The application fee is non-refundable.
 6. Each applicant must complete an application and be willing to submit to a credit history and criminal

background inquiry, as well as income and asset verifications. An Employment Verification fee of \$9.95 will be charged to each adult applicant whose employment income can only be verified by a third party via The Work Number. This fee applies to applicants for the thirty-nine (39) general affordable units. Applicants who fail to pay the Employment Verification Fee for the Work Number service will be denied due to "failure to cooperate with the certification process."

Pimentel Place management staff will complete the eligibility verification (e.g., verify income, conduct background checks, etc.). During the interview, Copies of current picture ID and social security card will be made, or you may upload these documents if you are completing the process online.

Apartment Offer

Pimentel Place management staff will inform the applicant of denial or approval in writing. Applicants will be offered only one apartment. All offers will be confirmed in writing. Apartments are provided on a first-qualified, first-offered basis. If an applicant cannot accept an apartment during the initial lease-up of the building within three (3) days of the offer, the applicant will remain on the waitlist. Applicants not accepting the second unit offer will be removed from the waitlist.

A reasonable accommodation request will be considered at the applicant's/

household's request. In addition, with the applicant's/household's approval, the referring case manager will be allowed to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

East Bay Innovations

East Bay Innovations (EBI) will refer four potential applicants for each EBI-designated unit during the lease-up and thereafter to ensure that all units are filled with qualified applicants and account for sufficient applicant loss for denial due to the screening criteria, the inability or choice not to move in when the building is completed, etc.

As the Tenant Referral Organization ("TRO"), EBI will provide specific services and programs to residents in the designated units through funding from the California Department of Health Care Services and/or the Department of Developmental Services.

Prospective residents will include adults with autism and other developmental disabilities and/or individuals who have become disabled because of a health crisis, chronic illness, accidents, or acts of violence.

EBI will assist prospective residents in completing and submitting the Pimentel Place application with the required materials and documents.

Interviews will be scheduled based on the

date/time the referral is received from EBI. Pimentel Place leasing staff will conduct applicant interviews. The first applicants referred will be notified that an interview is needed for the qualification process. Pimentel Place will invite the referred applicant to apply online or schedule an in-person interview.

The leasing staff will screen the household to determine eligibility. EBI will verify disability. If the leasing staff determines the household's eligibility and accepts the unit's offer, a separate meeting is scheduled to sign the completed Tenant Income Certification and Lease.

Applicants who do not satisfy the screening criteria will be sent a denial letter by Pimentel Place leasing staff stating the reason for the denial, instructions for obtaining a copy of the consumer report used in making that decision, and information about where to send a letter to appeal the denial.

Supportive Housing

HCSA will refer a sufficient number of applicants during the lease-up to ensure that all units will be filled with qualified applicants and account for enough applicant loss due to the screening criteria, the inability or choice not to move in when the building is completed, etc.

Interviews will be scheduled based on the date/time the referral is received from HCSA. Applicant interviews will be conducted by Pimentel Place leasing staff. The first applicants referred will be notified that an interview is needed for

the qualification process. Pimentel Place will invite the referred applicant to apply online or schedule an in-person interview. The leasing staff will screen the household to determine eligibility. HCSA will verify SMI, disability, and homelessness. If the leasing staff determines the household's eligibility and accepts the unit's offer, a separate meeting is scheduled to sign the completed Tenant Income Certification and Lease.

Applicants who do not satisfy the screening criteria will be sent a denial letter by Pimentel Place leasing staff stating the reason for the denial, instructions for obtaining a copy of the consumer report used in making that decision, and information about where to send a letter to appeal the denial.

In referral order, those that pass the initial credit and background check will be qualified until all units have a qualified applicant. A select number of applicants may be interviewed and prepared for a unit but may not receive a unit if applicants referred earlier qualify.

This is necessary to ensure that sufficient applicants are ready to move in if another applicant changes their mind when moving into the units. Denial letters will be sent to those interviewed who did not meet the minimum screening criteria or did not qualify during any other phase of the qualification process.

Selection of Qualified Applicants

In selecting a household to occupy a particular unit, Pimentel Place and HCSA

will collaborate on matching the referred applicant's household characteristics with the available unit type. Matching households to units according to household size, household characteristics, and number of bedrooms is acceptable and necessary to comply with occupancy standards and local codes.

Household characteristics include, but are not limited to, the number of household members, accessibility needs, and income level. To maximize unit utilization, units must be assigned according to referral date/time, household size, and household composition. Occupancy standards prevent the over-or-underutilization of units. Pimentel Place will first offer units with special accessibility features to households with persons with disabilities requiring such features.

Housing First Principles in Supportive Housing

Pimentel Place will screen applicants and support residents in maintaining their tenancy using Housing First principles. As such, the following practices will apply:

- Applicants will be considered for tenancy regardless of their current sobriety or past use of substances, completion of treatment, or participation in services. Participation in services or program compliance is not a condition of application approval. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for denial of tenancy or eviction once housed.
- Applicants will not be rejected based

on poor credit or financial history, inadequate or lack of rental history, criminal convictions unrelated to tenancy, housekeeping ability, or behaviors that indicate a lack of "housing readiness."

- Once housed, residents can work with Case Managers and Service Coordinators who are trained in and actively employ evidence-based practices for client engagement, including motivational interviewing and client-centered counseling.
- Services and informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgemental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant chooses.

Assistance from HCSA. HCSA and its provider network will assist potential applicants with the application process, by, among other activities, guiding applicants in completing and organizing the application, gathering the information necessary to document applicant's income information or access to rental assistance, attending the lease-up interview, communicating with Pimentel Place regarding the application process, communicating with the leasing staff to discuss the status of the review and to address any questions an applicant may have related to Pimentel Place.

If applicable, HCSA and its provider network will also assist applicants in requesting and obtaining reasonable accommodation in the application and selection process. Pimentel Place will remind providers that the reasonable accommodation process is available and will take place during the initial application phase.

VERIFICATION

Applicant interviews will be completed through the property management online portal or held in person to obtain signed verification forms for all income and asset information. During the interview, applicants will complete a Tenant Income Certification Questionnaire listing income, asset sources, and amounts. All adult household members may be asked to sign forms sent out to a 3rd party to verify information provided on the application (e.g., income and asset information) before any offer to rent a unit.

All applicants will be required to comply with and cooperate with third-party verification requirements. The applicant is responsible for providing the information enabling management to complete and receive the necessary verification in a reasonable time.

All income and assets will be verified via third-party confirmation, i.e., a verification form completed by an employer, a verification form completed by a financial institution, etc. In addition to the third-party verification, applicants must submit certain second-party verification

documentation, such as three (3) consecutive months' pay stubs, current bank statements, etc.

Applicants will receive an approval and offer letter if the applicant meets the eligibility criteria detailed in the Resident Selection Plan. The approval and offer letter will include a scheduled appointment date and time to sign the completed Tenant Income Certification (TIC) and sign a rental lease agreement. Move-in costs will be included in the approval/offer letter.

Employment Verification – The Work Number: At initial move-in into a tax credit unit, HCD policy requires that all tenant files contain 3rd party verification for all wage earners in the form of a Verification of Employment (VOE) along with 3 months of recent consecutive pay stubs. HCD requires a Verification of Employment (VOE) for all initial applicants, including those wage earners who can only be verified via the Work Number.

During Annual Recertification, we are no longer required to supply a VOE from the Work Number, as long as 3 months of recent consecutive pay stubs are included in the file.

Income calculations are based on the household's annual gross (anticipated) income for the twelve (12) months following the anticipated move-in date. Gross yearly income also includes income from all assets.

Upon initial occupancy, the tenant's income cannot exceed the area median income limit for household size as published annually by the U.S. Department of Housing and Urban Development (HUD) and California Tax Credit Allocation Committee (TCAC).

Households that do not meet the eligibility requirements of the Resident Selection Plan will receive a letter of denial for housing. Applicants who receive a denial letter have the right to appeal the decision. All other applicants will remain on the list until a unit is available and the household reaches the top of the list. For exceptions, please also refer to the periodic Purging of the waitlist section.

Each applicant must complete an application and be willing to submit a credit history, criminal background inquiry, and income and asset verifications. A copy of the applicant's credit report will be sent to applicants who request a copy.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those residents who have been approved for transfer. Assignments of apartments will alternate between residents on the unit transfer list and applicants from the waitlist. With the exception that transfers for medical reasons will take priority over transfers changes in household size. Accessible units will be offered first to those that need these features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. HCD's occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

General Affordable Housing Standards

Bedroom	Household Minimum
1	1
2	2
3	4

Supportive Housing Occupancy Standards

Bedroom	Household Minimum	Household Maximum
1	1	3
2	2	5
3	4	7

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household.
2. Live-in attendants.
3. Foster children.
4. Unborn children.
5. Children in the process of adoption.

Management will annually recertify household size for all units. If at the time of recertification, a resident's household size has changed and no longer meets the occupancy standards pursuant to HCD's occupancy standards, management may require the resident household to move to the next available appropriately sized unit.

Households that no longer meet the occupancy standards for the unit will be placed on an in-house transfer list and moved to the next available appropriately sized unit in chronological order.

VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Act ("VAWA") protects victims against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking. In 2013, Congress expanded VAWA's housing protections by covering additional federal housing programs. VAWA offers the following protections:

1. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.
2. This must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.
3. An incident or incidents of actual or

- threatened domestic violence, dating violence, sexual assault and stalking will not be construed as serious or repeated violations of the lease or other “good cause” for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
4. Criminal activity directly related to domestic violence, dating violence, sexual assault and stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
 5. Assistance may be terminated or a lease “bifurcated” in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.
 6. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Pimentel Place, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
 7. The authority to evict or terminate assistance is not limited with respect

to a victim that commits unrelated criminal activity. Furthermore, if Pimentel Place can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant’s residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Pimentel Place will not subject victims to more demanding standards than other tenants.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

GROUND FOR DENIAL

1. The household does not meet the age requirements of the property as outlined above in the age requirement section of this plan.
2. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limit. (not applicable for subsidized units or voucher holders).
3. Household cannot pay the full security deposit at move-in.

- Payment plans are permitted for PSH designated units.
4. Household refuses to accept the second offer of an apartment.
 5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
 6. ANY adult household member fails to attend eligibility interview.
 7. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in.
 8. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
 9. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
 10. Unit assignment will NOT be the family’s sole place of residency. Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Residents may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.

CREDIT CHECK

1. Housing First principles will lease permanent supportive housing units and EBI-designated units. The screening and eligibility determinations will be designed

- to “screen-in” applicants to the project. Residents will be selected in compliance with Housing First requirements. Low barriers to admission will include:
- a. Though credit checks will be performed, the results will be interpreted in accordance with WIC Section 8255, which includes provisions that poor credit or financial history and/or lack of rental history will not disqualify.
2. Credit checks will not be performed for tenant-based voucher holders.
 3. For the general affordable units, an applicant whose credit report contains more negative than positive history may be approved, subject to an additional deposit. A lack of credit history will not be grounds to deny an applicant for a household.
 - a. Bankruptcy (regardless of discharge) within the last two years may be grounds for denial of the application or may require additional deposit.
 - b. Rental housing debt, evictions, or collections within the last three years will result in automatic denial of the applicant.

BACKGROUND CHECK

1. For the permanent supportive housing and EBI-designated units, a single felony conviction for murder, manslaughter, arson, rape, kidnapping and child sex crimes will be grounds for denial of the rental application.

The lookback period for criminal felony

convictions is three years.

2. If your criminal record or poor rental history was due to a disability, you are encouraged to submit a Request for Reasonable Accommodation along with this application.
3. For the general affordable units, the lookback period for criminal felony convictions is three years. The following will be used as a basis for denial:
 - a. Serious felony convictions involving murder, manslaughter, arson, rape, kidnapping, child sex crimes in the past three years.
 - b. Threatening or violent engagement acts or behavior against management staff, agents, or residents on the premises.
 - c. Destruction or vandalism of the dwelling units or premises.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for denial, however, each application is considered as a whole and the above-factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor or the Compliance staff will be held within 10 business days of receipt of

the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility.

Apartments will not be held for those applicants in the appeal process.

ADMINISTRATION OF THE WAITLIST

The property is required to maintain a waitlist of all eligible applicants. Applicants must be placed on the waitlist and selected from the waitlist even in situations where there are vacancies and the application is processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

The property has one waitlist that is established and maintained in lottery ranking order, then based on the date and time of receipt of the Application when the waitlist is re-opened. The waitlist contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Unit Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Preference/City and County
8. Income level
9. Date/ Time of Application (re-open)

Applicants must report changes in writing

to any of the information immediately.

Applicants will have the opportunity to decline the first apartment offered and retain their place on the waitlist. Should the applicant decline the offer of the next available unit, they will be removed from the waitlist.

Purging the Waitlist

The waitlist will be purged annually. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. This letter must be returned within the specified time or their application will be removed from the waitlist. It is the responsibility of the applicant to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

Opening and Closing of the Waitlist

The methods of advertising used to announce opening and closing of the waitlist is contained in our Marketing Plan.

RESIDENT SELECTION PLAN

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active waitlist. When the waitlist opens, the Resident Selection Plan will be distributed with applications and are available by

request from management.

RECERTIFICATION REQUIREMENTS

All residents must recertify annually. Proposed changes of household composition and student status must be reported to Management immediately.

UNIT INSPECTION REQUIREMENT

Before signing the lease, Pimentel Place and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to Pimentel Place to be noted on the move-in inspection form.

Annual unit inspections are performed by Pimentel Place. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the residents are provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate in the final inspection, Pimentel Place management may conduct the inspection alone.

PETS

The Pet Friendly Housing Act of 2017 (Health and Safety Code, div. 31, pt. 2, Ch 2, Section 50466) requires each housing development, if it is financed on or after January 1, 2018 pursuant to Division 31 of the Health and Safety Code, to authorize a resident of the housing development to own or otherwise maintain one or more common household pets within the resident's dwelling unit, subject to applicable state laws and local government ordinances related to public health, animal control, and animal anti-cruelty.

Service or assistance animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify management if you require a service or assistance animal.

EQUAL HOUSING OPPORTUNITY

Pimentel Place does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.